

Materials Selection Policy

REDWOOD CITY PUBLIC LIBRARY | redwoodcity.org/library | 650.780.7020



Redwood City Public Library Materials Selection Policy and Maintenance

It is the mission of the Redwood City Public Library to actively address changing community needs by providing current, accessible materials and information services for children and adults in a professional, helpful manner. To support this mission, library materials are selected and organized to provide maximum accessibility, to anticipate and meet the diverse and complex needs of our users, and to encourage nonusers to partake of our services.

Guidelines

- All acquisitions are considered in terms of community demand and interest, ability to meet the needs of the community, timeliness, importance to the collection, cost, format, availability of the same or similar material elsewhere in the geographical area, and published or staff reviews. Consideration shall be given to changing social values, technological advantages and cultural differences as well as the reading and language abilities of the community. We encourage and consider specific selection from the community.
- The Library has a positive approach to selection and affirms the public's right to have access to all library materials. Therefore, no restrictions are placed on what anyone may read, see or hear in the collection. This Library adheres to and supports the principles of intellectual freedom as stated in the American Library Association Bill of Rights.
- We appreciate gifts of materials and of money to purchase materials. Gifts of books and other items are accepted with the understanding that they may be used or disposed of as the Library determines is appropriate.
- Materials from the collection which are outdated, in poor condition, or because they are once-popular materials that are no longer used may be discarded. Space, the cost of replacement and the appearance of the collection are factors in these decisions. Deselected library materials in acceptable condition will be offered for sale to raise funds to support library programs. Any materials not purchased by the public or that are in unusable condition will then be recycled.
- The Library Director is responsible for the selection and maintenance of library materials and may delegate specific functions to other library staff.